



STREET NAMING AND BUILDING NUMBERING ADVICE POLICY

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Introduction to this policy

The naming of streets, and naming and numbering of buildings, forms the basis for identifying property related information for the purposes of:

- Record keeping e.g. legal transactions, taxation;
- Delivery of post by Royal Mail and courier services;
- Responses to emergencies by ambulance, police and fire services.

It is important that the names and numbers are logical, appropriate, and displayed clearly. The Borough Council of Bolton (the Council) has the legal powers to authorise names for new streets or rename existing streets, which are adopted or are to remain private, and ensure that the authorised name is displayed clearly. It has similar powers in respect of naming/renaming or numbering/renumbering of buildings. The purpose of this advice is to provide guidance to developers and building occupiers on the naming/renaming of streets and numbering/renumbering of buildings.

The policy applies both to new developments and the renaming of existing streets and renumbering of buildings. As a general rule, the Council will require the submission of an application for all new development. The renaming of existing streets and renumbering of buildings is normally only considered when changes occur which give rise (or are likely to give rise) to problems for the occupiers, Post Office, or emergency services. The Council will notify the developer of the charges for street naming and numbering on receipt of the Building Regulations application.

Statutory context

The Council is the street naming and building numbering authority for the borough of Bolton. All proposals for new street names and changes of name in the borough must be sent to the Council for approval prior to being brought into use. The Greater Manchester Act 1981 section 22 (1) enables the Council to allocate numbers to buildings as it sees fit. With regards to naming and renaming streets the Public Health Act 1925, sections 17 -19 are applicable.

Land and Property Gazetteer

In addition to complying with appropriate legislation, this policy is compliant with the standards laid down by GeoPlace, the custodians of the National Address Gazetteer and the National Street Gazetteer, in their document "Data Entry Conventions and Best Practice for Addresses". It also draws extensively on the recommendations of their Street Naming and Numbering Working Group. The Council is required to adhere to GeoPlace's standards under the terms of the Public Sector Mapping Agreement.

All changes made through the street naming and numbering process, and through notified name changes, are included on the Council's Local Land and Property Gazetteer (LLPG), which is used in the delivery of the Council's services.

The Council's LLPG, together with other Local Authorities in England and Wales, makes up the National Land and Property Gazetteer (NLPG). Street naming and

numbering is the single most important source of address change intelligence for the Council's LLPG and therefore the NLPG. The NLPG is a comprehensive and continually updated database. It is the definitive address list that provides unique identification of properties which conforms to British Standard BS7666:2006.

The above legislation includes the responsibility for:

- Erecting nameplates and ensuring that the names and/or numbers of buildings are displayed by the owners in accordance with the **legislation**;
- Informing all owners/occupiers of street naming/renaming and building numbering/ renumbering orders.

Responsibility for Property Addressing

All elements of an address, with the exception of postcode and post town, are defined by the Council. The numbers and names assigned to property and the official names assigned to streets are the intellectual property of the Council.

Allocation of postcodes is managed by Royal Mail and must be confirmed by them. The Council will undertake this process on the applicant's behalf and inform the applicant and other interested parties. The maintenance of postcode information, and any future change to individual postcodes or postcode sectors, is the responsibility of Royal Mail.

The Council accepts no responsibility or liability for omission of postcode or post town information, nor for any failure of services arising from this omission.

Naming Streets and Numbering Properties

The need for a new street name, or the renumbering of properties can occur for a variety of reasons including:

- New build developments, including demolishing and re-building a single property.
- Splits, for example conversion of a single building to flats or commercial units.
- Mergers, for example conversion of two or more units into one.
- Moving the main entrance to a different street.
- Any change to the building name if the property is not numbered.

Property re-numbering or street re-naming

Re-numbering or re-naming a group of existing properties or re-naming streets may incur costs and/or disruption to individual occupiers and wherever possible should be avoided. It is normally only considered when changes occur, such as the inclusion of a new development, which are likely to cause problems for the emergency services, or where the existing addresses could cause problems with property location.

If the Council considers that a new development will mean that existing streets and/or street numbers will need altering the developer will be required to consult with affected residents and make every effort to reach a satisfactory outcome. This may include the

provision of some compensation to cover costs and inconvenience. **The Council will not proceed until it has evidence of this consultation.**

If the Council decides that the renaming or renumbering should go ahead it will initiate the legal processes to make the necessary changes. The developer will be required to cover the costs of this work.

The Council will post notice of the intended street re-name along the affected street and any person aggrieved by the intended order can appeal to the Magistrates Court within 21 days of the notice being posted.

Where a street is created, all costs for the erection of new street name plates will be paid for by the developer. Maintenance of street name plates becomes the responsibility of the Council only once the developer has left the site and the street has been adopted.

Application Process

The applicant for a street naming or number request should be the developer, property owner, or an agent acting on their behalf.

Property developers or owners are welcome to suggest names for new streets. These should be submitted to the Street Naming and Numbering Team for consideration against the Council's criteria, which is outlined in this document.

The process for reaching a final decision is as follows:

- Suggestions for a new name, rename or renumbering are sent to The Council's Street Naming and Numbering Team.
- These suggestions are evaluated against the criteria for street names and numbering until an acceptable option or range of options is agreed.
- This suggestion or shortlist of suggestions is then shared with the relevant ward councillors for consultation.
- This process is run virtually with all relevant parties given 10 working days to respond with comments or alternative suggestions.
- Alternative suggestions will also be evaluated against the criteria for street names and numbering.
- Once a decision has been reached the new address will be formally allocated and all relevant bodies will be notified.

The exception to this would be in cases involving large scale developments where a number of decisions are required or in particularly complex situations. Where this is the case a Panel of relevant parties, including the ward councillors, will be established to meet in person to review the proposals. The process will then default to the steps outlined above.

This process will take at least 3 months to allow for notification of intention to be sent to affected residents and for consultation with relevant ward councillors. This timeframe includes the requirement for the Council to publish a legal notice of intention to rename on the street (up to 28 days) and then to agree a date for existing residents to change their address.

Where a dispute arises, the matter will be decided by the Deputy Chief Executive, in line with the Council's constitution.

No street name plate is allowed to be erected until the street name has been confirmed in writing by the Council.

Should any person display an unofficial street name or number on their property, then that person shall be liable to a fine under the provision of Criminal Justice Act 1982.

Naming of New Streets

On receipt of an application for a new street name, we will check the proposal to ensure that:

- There are approved Building and Development Control applications (except providing house / building names)
- There is no duplication of existing names and
- It is in accordance with naming and numbering conventions and building naming and numbering conventions (as set out below)

Suggestions for road names can be made by the developer and other interested parties.

To prevent new street names, which are close to and may conflict with adjoining boroughs/districts, the Royal Mail must be consulted.

In the case of new street names in Horwich, Blackrod and Westhoughton Town Councils will be consulted.

If the Council intend to re-name a street a "Notice of Intention" stating the new name of the street must be posted on the street for a period of one month to allow the opportunity for any aggrieved person to raise objections, which the Council is obliged to consider. In the event that the objections cannot be overcome by negotiations, there is a right of appeal for aggrieved parties to the Magistrate's Court. The appeal must be lodged within 21 days of the notice being posted.

Street Naming Conventions

The following is the Council's position and should be considered when seeking a new number or address:

- New street names should try to avoid duplicating any similar name already in use in the borough or neighbouring boroughs. A variation in the terminal word, for example, "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a name.
- The Involvement of ward members in relation to the issue of local historical connections and references to previous use of land.
- Street names should not be difficult to pronounce or awkward to spell.

- Aesthetically unsuitable names should be avoided. For example, Gaswork Road, Tip House, Coalpit Lane, or names capable of deliberate misinterpretation such as Hoare Road, Typple Avenue etc.
- Streets should not start with “The”.
- All new street names will end with a terminal word. Street names with no suffix will not be allowed due to the potential for confusion. Existing streets with no suffix will not be renamed unless required for other reasons. Permitted suffixes are:
 - Avenue - Minor residential road
 - Boulevard - Major multi-lane thoroughfare
 - Circle / Circus - Circular Shaped road only
 - Close - Cul-de-Sac only
 - Crescent - Crescent shaped roads
 - Drive - Minor residential road
 - End - Cul-de-Sac only
 - Gardens - Garden fronted buildings
 - Grove - Garden fronted buildings
 - Hill - Main road ascending/descending steeply
 - Lane - Minor residential road
 - Mews - Short road at the rear of, and parallel to, a terrace of buildings
 - Park - Short, residential street, usually a cul-de-sac
 - Parkway - Major urban highway. Properties are not normally addressed to them
 - Path - Narrow pedestrian only passage
 - Place - Small residential street or a narrow street or small square.
 - Quay - Road immediately parallel to a navigable waterway
 - Road - Main Road and Thoroughfare
 - Street - Main Road and Thoroughfare
 - Walk - Narrow pedestrian only passage
 - Way - Very large arterial road, a narrow pedestrian only passage, or a street connecting two major roads.
 - Wharf - Roads immediately parallel to a navigable waterway
 - Yard - Collection of business properties around a central courtyard
- The use of 'North', 'East', 'South' or 'West' for new streets is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicular access between the two to ensure streets and addresses are easily locatable.

Suffixes need careful consideration as it may give a false impression of location:

- End, Court, Cross, Side, View, Wharf, Walk, Park, Meadow, Croft, Yard

All these words can, of course, be incorporated in a street name provided it ends with an appropriate suffix (example Mile End Road).

Exceptions: Single or dual names without suffixes in appropriate places (example, Broadway for major roads only).

- All new pedestrian ways should end with one of the following suffixes:

- Walk
- Path
- Way
- Having two phonetically similar names within a postal area should be avoided and, if possible, within a borough, example, Alfred Road and Alfred Close or Churchill Road and Birch Hill Road.
- The use of a name which relates to people either living, or deceased should be avoided if possible. Only exceptional circumstances would be given consideration.
- A new street name should not be of a type which could be altered by an act of graffiti to read or spell other words.
- A street name should not consist of, or be derived from any company name. (In the case of certain private streets or roadways within an industrial type complex, this may be acceptable; however that name would not form part of the postal address.)
- The Council will consider other suffixes if the developer can demonstrate a particular reason for the choice, such as an historical map or document, providing the chosen suffix is descriptive of the street.

Renaming Streets

If the Council wishes to change the name of a street, or if an application is made to the authority to change the name of a street. A "Notice of Intention" stating the new name of the street must be posted on the street for a period of one month to allow aggrieved persons the opportunity to raise objections, which the Council are obliged to consider. In the event that the objections cannot be overcome by negotiation, there is a right of appeal to Magistrate's Court. The appeal must be lodged within 21 days of the notice being posted.

Building Naming

Building Naming and Numbering Conventions

Numbers are allocated to enable easy and rapid location of buildings for the benefit of both routine and emergency callers.

Building Numbers

Developers are required to provide a copy of a site layout plan (and floor plans where applicable) to no lesser scale than 1/5000. The plan must clearly indicate the plot numbers of each separate dwelling, office or business unit and the main entrance points to the premises must be indicated by pathways which provide access to the principal entrance to each property or premises.

The site layout plan should coincide (same name and version) with the plans approved by Building Control. In addition, developers are required to provide in Excel format, a

list of all plots; for each plot they need to mention the type of the property (Dwelling/Building, detached, semi-detached, terraced, etc), the central coordinates of each plot, the proposed surface in square meters or feet, level if applicable as well as if the properties are to be sold under affordable housing scheme.

- Numbering should commence from the entrance nearest the settlement centre with odd numbers on the left and even on the right.
- If it is a small development around a cul-de-sac, properties can be numbered consecutively, e.g. 1-8
- Private garages and similar buildings used for housing cars, and such like, do not need to be numbered.
- A proper sequence should be maintained.
- Buildings (including those on corner sites) should be numbered according to the street in which the main entrance is to be found.
- In circumstances where an existing street or similar is extended, it would be appropriate to continue to use the same street name. This would be subject to the limitations of the existing numbering scheme.
- If a building has entrances in more than one street, then each entrance should be numbered in the road it fronts. Exceptions may be made, depending on the circumstances, for a house divided into flats.
- Blocks of flats and apartments may be given a name with each dwelling being numbered consecutively.
- If one or more dwellings are built between two others, a suffix of “A”, “B”, “C”, etc. is added to the number.

Building Name Suffixes

All new building names will end with a terminal word. Building names with no suffix will not be allowed due to the potential for confusion. Existing buildings with no suffix will not be renamed unless required for other reasons. Permitted suffixes are:

- Building - Any large distinctive building
- Centre - Business centre
- Court - Any low rise development
- Heights - Tall building at least twice as tall as it is wide/long
- House - Any residential or commercial building
- Mansions - Large building occupying an entire block, which has no units with street doors
- Point - Tall building at least twice as tall as it is wide/long
- Studios - Mixed business/residential only
- Tower - Tall building at least twice as tall as it is wide/long

If a building has historically had a suffix which is not on this list, it may be allowed even if it has dropped out of use in recent years. Developers will need to provide

evidence of the historical suffix, for instance an old map showing the original building name.

House Names

If a property is already numbered, a property owner can additionally name their property without contacting the Council as long as it does not conflict with an existing property name in that locality. The property name in this case will not officially form part of the property address, and the property number must still be displayed and referred to in any correspondence; for example:

'My House' (not part of official address)

1 My Road (official address)

Town

County

Postcode

You only need to seek permission from the Council if there is no number allocated in the official address (i.e. the property has been allocated a name as part of its official address).

How do I Name my House?

In the case of addresses where there is no number allocated, the allocated name does form part of the official address. In this instance property owners wishing to change the property name need to put their request in writing, stating their name, the present full address of the property and state clearly relevant Council Services. It is the responsibility of property owners to inform their own personal contacts etc. their new preferred name.

We will contact Royal Mail to see if they have knowledge of a similar named property in the locality. We check our information systems and if the name is satisfactory, then the new address is registered and you will be informed accordingly. If there is an issue with your preferred name, we will request alternatives.

The property name change information is then sent to Royal Mail, Emergency and Essential Services and other.

Naming Streets or Buildings after notable people

To preserve the exclusivity of this kind of commemoration it needs to be applied sparingly. On that basis only one such name per development will be allowed. There are also a set of further principles which should be adhered to:

- The full name of a living person should never be used as a street or building name.
- The full name of person who gave his or her life protecting the people of Bolton could be commemorated in a street or building name one year after death.

Efforts should be made to choose an appropriate location, though this would be dependent on a suitable development taking place. The developer will be required to get consent for this naming from the next of kin or trustee of the person being commemorated.

- The full name of a person who made an outstanding contribution to the city or gained an enduring international reputation while working in Bolton, may be commemorated in a street or building name five years after death. The developer will be required to get consent for this naming from the next of kin, or trustee, of the person being commemorated. Where the passage of time makes this impractical efforts must be made to publicise the intended honour, to give descendants an opportunity to comment.
- The full name of a person who was born or raised in the town and subsequently gained an enduring international reputation may be commemorated in a street or building name five years after death. The developer will be required to get consent for this naming from the next of kin, or trustee, of the person being commemorated. Where the passage of time makes this impractical efforts must be made to publicise the intended honour, to give descendants an opportunity to comment.
- The names of military personnel associated with Bolton by birth or by military unit and who were awarded medals for bravery may be commemorated in a street or building name. The developer will be required to get consent for this from the regiment, squadron or ship in which the person was serving at the time the honour was bestowed, in addition to the consent of the next of kin or trustee - the military unit may be able to assist in contacting descendants. The street or building name will include the person's full name and the appropriate abbreviated medal name, but not his or her rank. Subject to meeting the criteria above.
- Other notable, eminent or worthy candidates may be honoured by having their surname (or occasionally forename instead) commemorated in a street or building name. Subject to meeting the criteria above.
- A brief citation may be added to the street or building sign at the developer's expense.
- As commemorations need to reflect Bolton's diversity, considerations as to difficulty of spelling or pronunciation will be eased.

Name Plates

The developer of a new development is responsible for the initial costs of the nameplates and must comply with the specification of the Council. They can elect to carry out the work themselves or engage the Council to carry out the work on their behalf but at the developers own expense.

The maintenance of street signs remains the responsibility of the developer and only becomes the responsibility of the Council once a street has been formally adopted.

Display of Names and Numbers

The Greater Manchester Act 1981 Section 22 requires the owner or occupier to mark the building with the number in such a way as to make it legible from the street and unobstructed Section 19 of the Public Health Act 1925 requires that the names are to be painted or otherwise marked in a conspicuous position on each street. This is to ensure that buildings and streets are clearly identified.

Enforcement Procedure

An offence is committed when owners or occupiers remove, cover or obliterate street numbers. The Council will encourage occupiers in their duty to display the correct name/number clearly. Where it is evident that failure to do so could result in failure of postal delivery service or emergency services to identify adequately the premises, then the Council will pursue enforcement action.

Property Numbering/Naming & Re-Numbering/Naming Fees

Under section 93 of the Local Government Act 2003 a local authority may charge for discretionary services. Discretionary services are those services that an authority has the power, but not a duty to provide. An authority may charge where the person who requires the service has been given information in advance of the charges to be made.

Those details can be found in Appendix 1 to this policy, Allocation of street numbering is a power provided by Section 22 of the Greater Manchester Act 1981. The Power to assign and alter street names is provided by Section 18 of the Public Health Act 1981. The power to assign and alter street names is provided by the Section 18 of the Public Health Act 1925. These provisions are discretionary, so the authority may charge for these elements of its street numbering and naming services. The Council cannot charge for maintain or marking street inscriptions/nameplates as this is a duty under Section 19 of the 1925 Act.

Explanatory notes:

Adding or changing a House Name

Payment for House Name changes is payable on submission of the application. Cheques should be made payable to Bolton Council (third party cheques are not acceptable); card payments can be taken over the telephone on 01204 336033. You can also pay by cash or card in the one stop shop situated on the ground floor of the Town Hall

New Properties

Payment for new properties is payable on submission of the application. Cheques should be made payable to Bolton Council (third party cheques are not acceptable); card payments can be taken over the telephone on 01204 336033. You can also pay by cash or card in the One stop shop situated on the ground floor of the Town Hall

Renaming a Street

Where the application is to rename a street, the application should be submitted, you will then be informed of the charges and payment must be received before the application is processed.

If you need further explanation of these charges, please contact Building Control:

Bolton Building Control
Development and Regeneration Department
Town Hall
Bolton BL1 1RU

Telephone: 01204 336033

Email: building.control@bolton.gov.uk